

**EDELMAN-WESTSIDE MENTAL HEALTH CENTER
CHILD AND FAMILY PROGRAM**

TRANSFER OPPORTUNITY

This is not an official examination bulletin

MEDICAL CASE WORKER I or II (Spanish-Speaking)

The Edmund D. Edelman Westside Mental Health Center – Child and Family Program is seeking a Spanish-Speaking Medical Case Worker I or II for its Directly Operated Clinic in West Los Angeles.

ESSENTIAL DUTIES:

- Work as part of a multi-disciplinary team
- Provide culturally-competent case management and linkage to children and families
- Serve as the initial point of contact for new referrals
- Collect data and log calls in SRTL and SRL
- Provide mental health resources, referrals, and linkages to other community agencies
- Participate in on-going training, supervision, and consultation
- Participate in triage, case dispositions/team conferences, case consultations, quality assurance, quality improvement, and case review activities
- Collaborate with DCFS, School Districts, Probation, other Mental Health clinics, and Community-Based organizations
- Assist in linking Spanish-Speaking families to Psychiatric/Medication Support Services

DESIRABLE QUALIFICATIONS:

- Knowledge and experience delivering case management services to children and families
- Knowledge of community resources located in Service Area 5
- Ability to establish working relationships and provide linkage to community partners (such as DPSS, DCFS, Probation, local School District, Legal Aid, Boys & Girls Club, etc.)
- Excellent organizational, interpersonal, oral, and written communication skills
- Bilingual Spanish Proficiency
- Trained in IBHIS and familiar with other programs such as Microsoft Word, Outlook, Excel, PowerPoint, etc.
- Ability and willingness to travel to community events
- Reliable, flexible, and ability to work evening hours

Interested individuals, who currently hold the title of MCW I or II may fax or email a copy of your resume, last two (2) PEs, and last two (2) years of your Master Timecard to:

Patrice M. Grant, PhD ▪ MHC Program Head

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